

# APPELLATE DIVISION, THIRD DEPARTMENT E-Filing Workers' Compensation & Unemployment Insurance Appeals "REGISTERING THE NOTICE OF APPEAL?"

Go to [NYSCEF](#) and Log In.

- Under the "File Documents" tab click on "Appellate Court"

New York State Unified Court System  
NYSCEF - New York State Courts Electronic Filing (Live System)

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Home  
Unrepresented Litigants

**File Documents**

Appellate Court

Civil Court

Court of Claims

Digital Submission

Supreme Court

**Cases**

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EDDS Search

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Case Search

**Clerks**

To Do List

**Welcome**

E-filing in New York state is authorized for certain case types in certain counties and courts. View all [Authorized Courts and Case Types](#).

The e-Filing Resource Center offers [Free Hands-On Training](#) for this website.

**File Documents**

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**My Account**

- > [Account Settings](#)
- > [Logout](#)

- Under "Prior to Perfection" heading click the link to "Record Initial Case Info" (Appellant)

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**Appellate Division E-filing**

Use this page for filing documents into Appellate Division.  
All e-filed documents must conform to the [NYSCEF Document Requirements](#).

**Clerk Filings**

- [File Court Document](#)

**Prior to Perfection**

- [Record Initial Case Info](#) (Appellant)
- [File Proof of Service of Notice of Case Number](#) (Appellant)

**Perfect an Appeal**

- [Perfect an Appeal](#)

**File to Existing Appeal**

- [File to an Existing Appeal](#)

- Select "Appellate Division - 3rd Dept" and click "NEXT"

New York State Unified Court System  
NYSCEF - New York State Courts Electronic Filing (Live System)

Court Case Type Parties Documents Payment Review & File

**e-File: Select a Court** [Help](#)

**e-Filing is authorized for certain case types in certain counties and courts**  
If the case type you wish to file does not appear, contact the [Electronic Filing Resource Center](#).

**Courts**

- Appellate Division - 1st Dept
- Appellate Division - 2nd Dept
- Appellate Division - 3rd Dept**
- Appellate Division - 4th Dept

Cancel Next

- Use the drop-down arrows to select the appropriate options for **County** and **Court**.
  - ⊖ Under County select "UI/WC".
  - ⊖ Under **Court** select the appropriate option of "Unemployment Insurance Appeals Board" or "Workers' Compensation Board".
  - ⊖ Then select "NEXT".

Court **Case Type** Parties Documents Payment Review & File

**e-File: Enter Information from Court of Original Instance**

**Appeal Summary** (Initial Case Information)  
Appellate Court: **Appellate Division - 3rd Dept**

Select the County and Court you are appealing from.

County \*  
Albany

Court \*  
Court of Claims  
Criminal/County Court  
Family Court  
Supreme Civil  
Surrogate Court  
Unemployment Insurance Appeals Board  
Workers' Compensation Board

Ca Previous Next

- On the screen labeled "**Enter Information from Court of Original Instance**" Enter the appropriate information in the dropdown options. Examples are shown in the screenshot below.

The screenshot shows a web form titled "e-File: Enter Information from Court of Original Instance". The form is divided into sections for "Appeal Summary" and "Enter the additional information from the court of original instance." The "Appeal Summary" section shows "Appellate Court: Appellate Division - 3rd Dept". The main section contains several fields with callout boxes:

- County:** Albany
- Court:** Supreme Civil
- Case Type \*:** A dropdown menu with a callout box: "Select Appropriate Case Type."
- Case Type Description (if "Other" was selected):** A text input field.
- Court Number from Court of Original Instance \*:** A text input field with a callout box: "Enter the Workers' Compensation (or) Unemployment Insurance Appeal Board Number." Below the field is a link: "How do I enter the Court Number?"
- Court Judge from Court of Original Instance \*:** A text input field with a callout box: "Enter N/A"
- Order Appealing From Date \*:** A date picker field with a callout box: "Enter the date of the Decision being appealed."
- Date Order Entered in the Court of Original Instance \*:** A date picker field with a callout box: "Re-enter the above date."
- Notice of Appeal Date \*:** A date picker field with a callout box: "Enter the date on your Notice of Appeal."
- Date Notice of Appeal Filed in Court of Original Instance \*:** A date picker field with a callout box: "Re-enter the above date."
- Has this case been e-filed in Court of Original Instance \*:** Radio buttons for "Yes" and "No" with a callout box: "Select 'NO'"

At the bottom of the form are buttons for "Cancel", "Previous", and "Next".

- On Screen labeled "**Add Parties**":
  - To Enter Appellants' Information....
    - Under **Plaintiffs/Petitioners** enter the name of the Appellant.
    - Under **Appellate Role** - use drop down arrow to select Appellant.
  - To Enter Respondents' Information....
    - Under **Defendants/Respondents**: Enter name of the Respondents.
    - Under **Appellate Role** - use drop down arrow to select Respondent
  - Then Click "**NEXT**"

**e-File: Add Parties** ◀ Previous [Help](#)

**Appeal Summary** (Initial Case Information)  
 Appellate Court: **Appellate Division - 3rd Dept**  
 Case Type: **Tort**

**Parties MUST be entered exactly as they appeared in the court of original instance.**  
 From the appropriate drop-down menu, please choose the "Appellate Role" as applicable.

**Plaintiffs/Petitioners**  
 Enter EACH plaintiff/petitioner exactly as listed in the court of original instance.

First Name	Middle	Last Name	Suffix	Business/Organization Name	Appellate Role
Jane		Doe			Appellant

[Add More Plaintiffs/Petitioners](#)

**Defendants/Respondents**  
 Enter EACH defendant/respondent exactly as listed in the court of original instance.

First Name	Middle	Last Name	Suffix	Business/Organization Name	Appellate Role
John		Doe			Respondent

- On Verify Full Caption Screen, check caption and if correct click **"NEXT"**; if edits are required, click **EDIT**.

**Compare Caption**

Compare this caption with what is on the document you are filing. If the caption does not match, correct the party names or party order. To change the party order, click the Up or Down buttons.

Caption:  
**Jane Doe, Petitioner - Appellant**  
 v.  
**John Doe, Respondent - Respondent**

Plaintiffs/Petitioners				<a href="#">Add Plaintiff/Petitioner</a>
Caption Order	Name	Appellate Role	Action	
1	Jane Doe	Appellant	<a href="#">Edit</a>	<a href="#">Remove</a>

Defendants/Respondents				<a href="#">Add Defendant/Respondent</a>
Caption Order	Name	Appellate Role	Action	
1	John Doe	Respondent	<a href="#">Edit</a>	<a href="#">Remove</a>

[Cancel](#) [Previous](#) [Next](#)

- On Screen "Add Documents":
  - Select document type from the drop-down menu, select **"Copy of Notice of Appeal with Proof of Filing/Information Statement."**
  - Under **"File Name"**, click "Browse" and upload a PDF copy of the Notice of Appeal.
  - Click **"NEXT"**

**Document**

**Document Type \***  
 COPY OF NOTICE OF APPEAL WITH PROOF OF FILING / INFORMATIONAL STATEMENT

**File Name** (Max size 100 MB) \*  
 Choose File No file chosen

**Additional Document Information** (ex: Volume 1 of 2)

**Document Security**

Document was sealed in court of original instance by Court Order to restrict viewing by the public  
 (I am including a copy of the Sealing Order with this filing)

**NOTE:** Documents that are sealed from view of the parties and counsel or submitted for in camera inspection cannot be e-filed. Please use the [Notice of Hard Copy Submission](#) form.

**NOTE:** You will have an opportunity to add more documents on the following page.

**Courthouse Access**  
 E-Filed documents will be stored in accordance with the [Electronic Records Guidelines](#) of the Unified Court System.

[Cancel](#) [Previous](#) [Next](#)

- On next screen, for document 2, select "Copy of Order/Judgment Appealed From":
  - Upload a copy of the Board Decision.
  - Click "Next" and then "SUBMIT" - The court will assign an Appellate Division case number that will be used to identify your appeal with this Court.
  - Note that within 7 days of assignment of case number through the NYSCEF system, appellant must serve the respondent with a hard copy **Notification of Case Number** and e-file the Affidavit of Service. The Notification of Case Number Form is available at the Third Department's website:  
<https://iappscontent.courts.state.ny.us/NYSCEF/live/forms.htm#FormsAppellate>